

COURT SERVICES, RESEARCH & STATISTICS
FIELD REPRESENTATIVE I
Location: Franklin County

Position Purpose

Responsible for monitoring compliance with the Circuit Court Clerks' Manual.

Examples of Duties

- Performs duties related to case management procedure
- Resolves problems relating to procedures and case management
- Performs duties of a deputy clerk in emergency situations
- Prepares field visit reports
- Trains deputy clerks
- Travels statewide
- Other duties as assigned

Minimum Qualifications

Education/Certification: High School degree or GED

Required Knowledge: None

Experience Required: 3 years of experience in circuit clerks' office

Skills/Abilities: Thorough understanding of current case management system

Good communication and computer skills

Must be able to travel statewide

Must have a valid driver's license.

Department: Court Services, Research & Statistics

Job Code: To be determined

Tenured: Yes

Position Grade: 6

Entry Level Salary: \$ 1,827 monthly

Revised: 2/06

Full-time Position with State Benefits

**The Court of Justice Personnel Policies Section 6.03(2) prohibits the hiring
of retired state government employees**

Deadline: Court of Justice Applications must be received by close of business or postmarked by **August 24, 2006**, and should be submitted to:

AOC Personnel Department
Administrative Office of the Court
100 Millcreek Park
Frankfort, Kentucky 40601

Equal Opportunity Employer